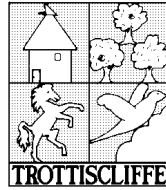


TROTTSCLIFFE PARISH COUNCIL

Mrs. L. Goldsmith (Clerk)

5 Artisan Road, Headcorn, Kent, TN27 9AZ

Tel: 07900 693572 Email: clerk@trottscliffeparishcouncil.org



10 May 2023

Dear Sir/Madam

ALL COUNCILLORS ARE HEREBY SUMMONED TO
THE ANNUAL PARISH COUNCIL MEETING OF
TROTTSCLIFFE PARISH COUNCIL

To take place on Tuesday 16 May 2023 at 7.45pm in Trottscliffe Village Hall
where it is proposed to transact the business as shown in the agenda below
The meeting will be open to the press and public (Admission to Meetings Act 1960)

Louise Goldsmith

Louise S. Goldsmith

Clerk to Trottscliffe Parish Council

AGENDA

Administration: Fire Exits, Fire Meeting Points, Mobile Phones, Intention to record or film

**15/23] ELECTION OF CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF
ACCEPTANCE OF OFFICE**

16/23] APOLOGIES FOR ABSENCE

**17/23] ELECTION OF VICE CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION
OF ACCEPTANCE OF OFFICE**

18/23] CO-OPTION: TO RECEIVE

19/23] RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

20/23] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

21/23] COURTS WORKING GROUP

- a) *Terms of Reference*
- b) *To agree a Chair*
- c) *To review appointment of Members to this Working Group*

22/23] SELECTION OF REPRESENTATIVES TO OTHER BODIES

- a) *KALC*
- b) *Parish Partnership Panel*
- c) *Village Hall Committee*
- d) *Trosley Liaison Group*
- e) *Joint Standards Committee*

23/23] POLICIES: To review and approve the following policies

- *Grants Policy and Application Form*
- *Complaints Policy*
- *Community Engagement Policy*
- *Flag Flying Policy*
- *Equality & Diversity Policy*
- *Data Protection and Document Retention Policy*
- *Health & Safety Policy*

24/23] APPROVAL OF MINUTES

To consider the minutes of the Parish Council Meeting held on the 4 April 2023 and if in order to authorise the Chair to sign as a true and accurate record. (*LGA 1972 sch.12 para. 41(1)*)

25/23] OPEN SESSION

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate raising any concerns or making comments on matters affecting Trottiscliffe. No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. (*Councils cannot lawfully decide any business not specified in the agenda LGA 1972 sch.12 para 10 (2)(b)*).

26/23] REPORTS: a) County Councillor b) Borough Councillor's c) Crime Report

27/23] CLERKS REPORT/PAST MATTERS (Information purposes only)

28/23] KALC COMMUNITY AWARD PRESENTATION

29/23] PLANNING

- a) Applications: None to consider.
- b) Approvals:
 - 1] 23/0032/LB – Long Gore Cottage, Green Lane, Trottiscliffe
Listed Building Application: Replacement of windows and a replacement rear door.
 - 2] 23/00574/TNCA – Longford, Church Lane, Trottiscliffe, ME19 5EB
T1 Beech stands within the rear garden near the west boundary between 'Longford' and the rear garden of 3 Taylors Place. It has significant westward lean, it currently stands 18m tall with a lateral spread of 12m, Proposed is the crown reduction to 13m x 9m respectively and the removal of the deadwood as found.
- c) Refusals: None to consider.
- d) Withdrawn applications: None to consider.
- e) Planning Appeals: None to consider.
- f) Other Planning Issues: 1] Darrens Meadow Farm, Green

30/23] RESOLUTIONS

1. **Proposal to adopt the General Power of Competence**
 - a) To agree that the Parish Council meets the criteria – see attached paper (Members)
 - b) To agree to adopt the Power
2. **To receive the Annual Governance and Accountability Return for the year ending 31 March 2023**
 - a) **To receive the Internal Auditor's Report and notes its contents**
 - b) **To receive the Annual Internal Audit Report for 2022/23**
 - c) **To approve the Annual Governance Statement (Section 1)**
 - d) **To approve the Accounting Statements (Section 2)**
 - e) **To set the commencement dates for the exercise of Public Rights**
3. **Financial:**

- a) To approve a variation order for the installation of the MUGA
- b) Renewal of Parish Council Insurance
- c) ICO – Data Protection Renewal
- d) To approve payment for a training course for Cllr. Palmer
- e) To approve the Financial Statement and make arrangements for authorisation

31/23] PARISH MATTERS:

1. Highways:

- a) Outstanding Faults
 - b) New Faults to be reported
 - c) Highways Improvement Plan: To review an update
2. **MUGA:** To receive an update on the installation
 3. **Allotments:** To receive any update
 4. **Recreation and Playground:** To receive an update on the remedial works.
 5. **Community Farm:** To receive an update on the management of the farm.
 6. **Trottscliffe School:** To receive any update.
 7. **King Charles III Coronation 6 May 2023** - To receive feedback
 8. **Community Bus Service:** To receive an update.
 9. **Waste Collection Service:** To discuss the recent performance of Urbaser
 10. **Village Website**
 11. **Climate Change Initiatives**

32/23] REPRESENTATION AT MEETINGS:

- a) Courts Working Group
- c) Parish Partnership Panel
- e) KALC Area Committee
- g) Trosley Liaison Group
- b) Village Hall Committee
- d) Standards Committee

33/23] CORRESPONDENCE/CONSULTATIONS

- a) For Information
 - 1] Area 2 Planning Committee – 31 May 2023
 - 2] Joint Transportation Board – 5 June 2023
 - 3] Parish Partnership Panel – 18 May 2023
 - 4] Joint Standards Committee – 3 July 2023
 - 5] KALC – 13 July 2023
- b) New Requiring Attention

34/23] ITEMS FOR THE NEXT MEETING

35/23] ANY CONFIDENTIAL MATTERS

36/23] DATE OF THE NEXT MEETING:

The next Parish Council Meeting at 7.45pm on the 6 June 2023 in the village hall

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk ahead of the meeting.